



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: September 24, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	13.26	Probation Referrals	13	09/15/08	CS-0043 Rules of Probation CS-0158 Notification of Equal Access to Programs and Services CS-0559 Authorization for Release of Child Specific Information from the Department of Children's Services CS-0668 Authorization for Release of Information to the Department of Children's Services

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
					CS-0703, Adjudication Notification to School Principals CS-0777, Family Functional Assessment CS-0801 Probation Intake Referral CS0843, Youth and Family Intervention Agreement, (YFIA)
Summary of Policy revisions for 13.26: Revisions made for clarification: Section B: Rules of Probation: Items # 4 and 7 revised slightly for clarification; Section C: Section caption changed to “Assessment Tools and Supervision Agreement”, items 4, 5 and 6 added; Section D, item 2 added, item 7 removed; Section E deleted since it is now addressed in Section C. Minor policy review required.					
2.	14.7	Classification of a Child Protective Services Case	14	10/01/08	CS-0561, Child Protective Investigative Team Review CS-0729, Child Abuse Review Team (CART) Review CS-0740, Child Protective Services Investigation Summary and Classification Decision of Child Abuse/Neglect Referral CS-0787, Non-Custodial Permanency Plan
Summary of Policy revisions for 14.7: Supersedes 14.7, 01/01/08: Revisions: Policy revised to add to Section C procedures for linking multiple reports received on the same family in TNKids. Minor policy review required. Policy on PREVIEW to give staff time for review, interpretation and/or training prior to effective date of 10/01/08.					
3.	21.14	Serving the Education Needs of the Child-Youth	21	09/01/08	None
Summary of Policy revisions for: 21.14; Supersedes 21.14, 12/01/07: Due to “rape of a child”; “aggravated rape of a child” being re-instated back in the State Law, policy 21.14 was revised to delete list of adjudications for principal notification in section A, 9, g and refer to Policy 21.18 Notification to School Principals of Certain Delinquency Adjudications that lists adjudications. Minor policy review required.					

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